



REQUEST FOR RECLASSIFICATION OF PRIMARY MILITARY OCCUPATIONAL SKILL (PMOS)

REFERENCES:

- a. AR 614-200, Enlisted Assignment and Utilization Management.
- b. AR 601-280, Army Retention Program.
- c. AR 611-1, Military Occupational Classification Structure Development and Implementation.
- d. DA PAM 611-21, Military Occupational Classification and Structure.
- e. DA PAM 600-8, Management and Administrative Procedures.

PROCEDURES:

- The objective is to achieve a balanced force within each MOS and grade and between each MOS and grade in accordance with the needs of the Army.
- Request for reclassification must be initiated using DA Form 4187 (Personnel Action) by the individual Soldier through his/her S1.
- S1 will ensure Soldier's request meets the requirements based on MOS and In/Out call message.
- Request will be processed through the field reclassification authority (Retention channels). The Retention NCO will enter the action through the RETAIN system, if appropriate; electronically submit to HRC for action. HRC will provide response electronically via RETAIN.
- Soldiers will not be reclassified solely because they are not performing duties in their PMOS. Under the provisions of AR 614-200, Soldiers must meet the follow criteria to be eligible for voluntary reclassification:
 1. PMOS must be in over-strength and requested MOS must be short based on HRC reenlistment/reclassification IN/Out Call Message.
 2. Meet the criteria for the requested MOS (DA Pam 611-21).
 3. Not be on assignment instructions (AI).
 4. Must have completed at least 12 months on station.
 5. Must not be receiving a bonus for current term of enlistment.
 6. Must be within 12 months, but no less than 5 months of DEROS.
 7. Must not within 12 months of ETS.
 8. Must have fulfilled Time in Service requirements.
 9. If a Soldier reenlisted for stabilization but wishes to reclass they must waive their reenlistment options.
 10. Must be eligible for extend or reenlist IAW AR 601-280.

POC for this action is the BN S1, BDE S1 and Retention Office.